

TimeClock Plus Time Correction Form

Name _____ Employee ID # _____ Location _____

Time Correction

No Lunch Taken

Date _____	Job Code _____	Date _____	Hours _____	Leave Code _____	Job Code _____
Clock in _____ am pm _____		_____	_____	_____	_____
Clock out _____ am pm _____		_____	_____	_____	_____
Clock in _____ am pm _____		_____	_____	_____	_____
Clock out _____ am pm _____		_____	_____	_____	_____
Clock in _____ am pm _____		_____	_____	_____	_____
Clock out _____ am pm _____		_____	_____	_____	_____

Comments: _____

_____/_____
Employee Signature Date Authorized Signature Date

Editors Initials _____

PS4630B PL-20 REV 7/1

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Clock out _____ am pm _____		_____	_____	_____	_____
Clock in _____ am pm _____		_____	_____	_____	_____
Clock out _____ am pm _____		_____	_____	_____	_____
Clock in _____ am pm _____		_____	_____	_____	_____
Clock out _____ am pm _____		_____	_____	_____	_____

Comments: _____

_____/_____
Employee Signature Date Authorized Si